

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON
BOARD MEETING MINUTES
June 14, 2010**

The Board of County Commissioners for Lewis County, Washington met in regular session on Monday, June 14, 2010, at 10:00 a.m. **COMMISSIONERS P.W. SCHULTE, RON AVERILL and F. LEE GROSE** were in attendance. **Chairman Schulte** determined a quorum, called the meeting to order and proceeded with the flag salute. **Commissioner Averill** moved to approve the minutes from the 10:00 a.m. meeting held on Monday, June 7, 2010. **Commissioner Grose** seconded the motion.

Motion carried 3-0

Lewis County Employee of the Quarter and Employee "Above & Beyond" Award

Commissioner Schulte stated we have a change in the Employee of the Quarter and Employee "Above and Beyond" Awards. We will take individual awards to the office in which the employee works and thank them for years of service. All we will do at this meeting is the Employee of the Quarter and the Employee "Above and Beyond" awards.

Commissioner Averill noted the "Above and Beyond" is a new category and we have not done this in the past.

Commissioner Grose noted he had the pleasure of attending his first PAC meeting. The details of the awards are still in the infant stages but the nominees today are all deserving of the awards. He recommended we proceed with the awards.

Commissioner Schulte announced the Nominees for Employee of the Quarter:

Brenda Garcia, WIC Office

Brenda is a Ray of sunshine for our WIC Department. She has a positive attitude and encourages her co-workers to explore their own strengths. She is eager to learn and educate our clients. Brenda is knowledgeable about finding resources such as grants to help provide education to our local community health care providers or anyone interested in learning what WIC promotes.

Commissioner Averill explained WIC stands for Women, Infant, and Children.

Richard Hanson, Facilities

Richard is friendly and a hard worker. He maintains the public health parking lot and surrounding buildings with effort and pride. He represents Lewis County well. His effort is greatly appreciated.

Commissioner Averill announced the Nominees for Employee "Above & Beyond" and stated when finished we would like all five nominee for both Employee of The Quarter

and “Above and Beyond” to come to the front so that we can give them there certificates and announce the winners.

Doyle Sanford, Community Development

In 2010 the Code Enforcement Division worked closely with the Building Division in reference to multiple code violations at a large mobile home park in Lewis County. Doyle took a leadership role in the project and worked closely with Health Department Staff, park owners, and other agencies to identify building code violations and list corrective measures. Doyle coordinated efforts with the WA State Labor and Industries electrical inspectors to help assist with our efforts. Doyle spend many hours outside his normal responsibility of plans examiner inspecting properties, detailing information and coordinating events that will ultimately result in the park meeting compliance. Because of the mass size of this particular case, it is currently a work in progress. We have already seen many safety issues permitted, repaired and corrected- resulting in a safer community

Ellen Mauerman & Alan Huang, E911 Communication

On 1/25/10 at 06:42 am, Ellen and Alan were working alone in the 911 communications center when Ellen received a 911 call from an unknown female employee of Twin Star Credit Union in Centralia. The woman stated to Ellen that another female employee had gone into the bank to open it for the day and was now inside screaming. The employee that was inside was attempting to get the other employee to enter the bank as well. Ellen, still not knowing what was going on inside, urged the woman to remain outside until law enforcement arrived. Ellen did this on more than one occasion. When officers arrived the employee that Ellen had talked into remaining outside was waiting in her vehicle, while the other female was standing half in and half out of the employee entrance door. The employee mouthed the words “he’s got a gun”. The officer was able to grab the female by the arm and pull her to safety. Then at 06:48 am Ellen heard on the radio what every dispatcher dreads hearing the most, “Shots Fired”. It wasn’t immediately clear who fired the shots but it was clear the situation had seriously escalated. During this situation, Ellen was not only processing the call for service in the computer, and keeping the female caller from entering the bank and keeping her calm, she was also dispatching the call to officers via the radio with an apparently calm and collected voice. What is not so obvious in listening to the tape is what her partner, Alan Huang, was doing in the background to assist her in being able to carry out all of these duties. Alan immediately took over the dispatching of fire radio, answered multiple phone lines, continued working County radio, and was still able to assist Ellen in making necessary calls involving the robbery.

The Commissioners presented nomination certificates to Brenda Garcia and Richard Hanson and announced the winner for the 1st Quarter Employee of the Quarter is **Brenda Garcia**. The Commissioners presented nomination certificates to Ellen Mauerman, Alan Huang, and Doyle Sanford who was not present, Bob Johnson accepted certificate on his behalf. The winner for the 1st Quarter “Above and Beyond” award goes to **Ellen and Alan**.

Commissioner Grose noted when he first came to work for this County he was very impressed with our 911 Department. We have made some improvements since then

and for a County this size to have the efforts and the availability of the services we have we are very fortunate. He congratulated all.

Commissioner Averill stated 911 service is one that is greatly unappreciated. If you have ever had the opportunity to go up to the dark room on the 3rd floor you know how intimidating it is up there. The things that the 911 operators do are truly lifesaving. It takes a special type of person to stay calm and do this job. Thank you and we appreciate what you do.

CONSENT

Commissioner Grose made a motion to approve Consent Items one through six. **Commissioner Averill** seconded the motion. Candace Hallom, Interim Clerk of the Board read the items into the record.

1. Resolution No. 10-147 Bid Award for the Packwood Airport Safety Project.

Robert Johnson, Community Development, stated this resolution is to approve a bid and award a contract for the Packwood Airport Safety project FAA AIP No. 3-53-0156-003 to Five Rivers Construction Incorporated in the amount of \$355,365.84 and authorize the Director of Community Development to sign a contract for the same. WHPacific acts as project manager for all of the County owned airport projects under contract. They solicited bids for airport safety work at the Packwood Airport which included installation of box culvert and filling in the tailrace at the end of the runway. The call for bids was advertised in the East County Journal and the Daily Journal of Commerce on May 5, 2010. On June 1, 2010 bids were opened at the regular 10:00 am meeting by the Commissioners. The Engineer's estimate for the project was \$502,334.34 for construction. There were eight bids received for this project. The apparent low bidder was Sterling Breen Crushing after verification of bids there were some math errors on two bids. Five Rivers Construction had multiplied incorrect and they were indeed the low bidder. WHPacific recommended the contract be awarded to Five Rivers Construction. Robert Johnson recommended that the Board award the bid to Five Rivers Construction.

Commissioner Averill asked Robert to clarify the division of this and how this project is being paid for.

Robert Johnson stated, the majority of the funding comes from the FAA non primary entitlement which is a Federal Grant that the Airports get every year. This is a 95% reimbursement. The County is responsible for the additional 5%. Typically, WSDOT Aviation Division makes grants available for 2.5%. We applied for that grant and got that grant so the County will be paying \$13,500. Total is anticipated not to exceed \$541,000.

2. Resolution No. 10-148 Interlocal Agreement with the WA State DOT Aviation Division for grant funding for the 2010 airport improvements at the Packwood Airport.

Robert Johnson, Community Development, stated this resolution authorizes staff to coordinate procedures and accept a grant funding agreement between Lewis County and WSDOT-AD for the Packwood Airport improvement project for \$11,408.10, and authorizes the Director of Community Development to sign the grant contract on behalf of the County.

Commissioner Averill asked if we get this grant they will pay \$11,408.10 and we will pay \$11,400.10 and it was budgeted.

Robert Johnson said yes.

3. Resolution No. 10-149 Rescinding Resolution No. 02-128 and Resolution No. 82-362 and establishing the Lewis County Airports Charter and Airport System Advisory Board; adopting by laws and procedures for the same.

Robert Johnson, Community Development, stated this resolution makes a fundamental change in the way the Packwood Airport and South County Airport are managed and changes the advisory board that serves the two. In 2002 the County took over the Ed Carlson Memorial Field by agreement and initially when that airport board was set up it was set up with an advisory board and there was no airport manager. Operations at that airport were in fact under the BOCC is direct supervision. Five years ago, the BOCC changed the management style without changing the rules, policies, and procedures that deal with the airport. The same holds true with the Packwood Airport except the charter was done in 1982. It along with the South County Airport have been managed under Community Development, with an Airport Manager that does the daily operations. The BOCC is still, under the State Airport Act, the manager of the two airports. Today you have a resolution that rescinds the two resolutions that initially established the airport charters and establishes a new charter keeping the name of the airports the same, setting up a management of those airports that is consistence with the way it is and has been managed for the last five years, and adopting policies, procedures, and rules for a combined airport advisory board that will service both airports. The Advisory Board members will be appointed by the BOCC and would replace the existing two boards that meet once a month.

Commissioner Averill stated the By-laws and procedures do set the standard operating procedures that have been developed over the period of time that we have owned the two airports. All we are doing today is eliminated the two boards so we can more efficiently handle this operation. There are seven members that will be on the board and we have split them up for six year terms. Two will be for two years, two will be for four years, and three will be for a six year appointment.

Robert Johnson stated the Board has the authority to do this through RCW 14.08.

4. Resolution No. 10-150 Authorizing the Director of Community Development to apply for FAA grant funding for airport improvements at the South County Airport, and enter into an interlocal agreement with the FAA for runway re-striping.

Robert Johnson, Community Development, stated this resolution Authorizes the Director of Community Development to apply for an FAA grant, for airport safety improvements at Ed Carlson Memorial Field – South Lewis County Airport and authorizes him to enter into an interlocal agreement with the FAA for Airport runway re-striping. This is part of a project that was bifurcated. The Federal funding cycle isn't consistent with ours. Part of this project was funded previously and the remainder of this project will be funded through an FAA grant not to exceed \$69,410.00. The total project would be \$73,063.00 95% paid for by the FAA and the County would pay 2.5% \$1,826.00. They will also be applying for a grant application from the State for an additional \$1,827.00. The County is required to follow the FAA policies and procedures with regard to the receipt of grant funding. There are a number of federal rules that we will have to follow, one being how we manage the contracts. Also, we are required to maintain airport zoning and eliminate incompatible uses that might jeopardize funding.

Commissioner Averill asked if we ended up closing the airport might we have to pay some of these funds back.

Robert Johnson stated there is a time requirement and if we don't keep the airport open for a specified time period we could be asked to pay the money back.

5. Resolution No. 10-151 Approval of revised Risk Management Policy.

Harry Green, Risk, stated this resolution involves the upgrade and change of the 2004 Risk and safety policy. It is mostly administrative changes with one primary exception, authorizing the change of authority for the Risk Manager to approve tort claims and lawsuits up to \$40,000.00 previously \$5,000.00. This authority does not change the requirement for the Risk Manager to coordinate the settlement in advance with the elected or the Director and does not negate nor change the requirement for him to partner with the Prosecutors civil division to evaluate the legal position and the settlement value as well as the risk pool, which is our nexus carrier, considering we have a deductible of one quarter of a million. We do search out their expertise as we evaluate tort claims and lawsuits. This further does not take away the requirement that he briefs the board on the lawsuits and tort claims as they move along but it does prevent him from having to come back on a continual basis. A timing issue is sometimes relevant to settle a small tort claim.

Commissioner Averill stated there are a number of policies that are involved in what we are approving today. The policy changes do impact our own staff and staff of our elected officials and Harry will be getting out copies to everybody. The Risk Management Policy 4.000 and 4.001 has three documents, general liability claim and Lawsuit Administration Policy, Procedures, and Terms. These policies were last updated six years ago. Harry sat down with the Board and we had a number of changes and corrections that we made in these procedures so it is recommended

that staff take a good look at them. We also have a Safety Committee Policy that we are working on.

6. Resolution No. 10-152 Resolution No. 10-152 Bid Award for the 2010 Countywide Prelevels and Overlay Projects.

Rod Lakey, Public Works, stated this project is listed as number 1 and number 12 on Lewis County's 2010 amended Six Year Transportation Improvement Program. The contract will provide for the improvement of 1.087 miles of Salzer Valley Road, 0.50 mile of Jackson Highway and include maintenance improvements to Forest Road 52 off of Skate Creek Road South by pavement repair, cleaning, sweeping, applying tack coat, hot mix asphalt overlays, approach transitions, shoulder finishing, placing pavement markers, traffic control, and other work. The Countywide 3R program budgets \$700,000.00 although the paving portion of that is not the full \$700,000.00 and the Federal Forest Portion had a budget of \$303,000.00 so the actual proposals listed from Lakeside industries was \$577,973.00 which was 26% lower than our original estimate of \$782,098.00 and Public Works recommends awarding to Lakeside Industries.

Commissioner Averill asked since we have money left over are we going to look into what we can do with it.

Rod Lakey state we are looking on the Federal Forest to extending the length of spot repairs as far as we can with the \$303,000.00.

Commissioner Averill stated some might wonder why we are doing Federal Forest Roads and the answer to that is several of those roads are very important to us. This one in particular goes from Packwood up to the mineral area crossing into Pierce County and we have an agreement with the Forest to provide maintenance to the roads.

Rod Lakey stated per RCW the County can fund any or all portions of repairs on Forest Service Roads.

Motion carried 3-0

HEARING

Hearing **2nd 2010 Budget Amendment**

Chairman Schulte announced the hearing and asked staff for a report.

Dawna Truman and Lara Seiler, Budget were in attendance.

Dawna Truman, Budget/Fiscal Services Director for Lewis County stated I am here to request approval of the 2nd 2010 budget amendment. This Public hearing was published in the East County Journal on June 2nd and 9th. I'll review a summary of changes affected by budget amendment resolution #10-153.

Current Expense revenue is changing by \$643,028.00, Expenditures by \$353,000.00, and Fund balance by \$996,028.00.

- One of the biggest changes was initially in budget amendment #1. It was suggested that \$643,028.00 from **Gambling and Fraud Enforcement** be deposited into Fund 165 and then transferred into Current Expense. After analyzing how that budget should be put together we are removing the transfer of revenue out of 165 and changing it so each division is budgeted in the actual Fund 165. This is not an increase or decrease in revenue it is just a change.
- There is an Increasing transfer out to **Fund 310 Capital Facilities Plan** to offset expenditures for the Manatron/Sigma and E-REET migration and integration project. This has been an ongoing project with the Assessor and the Treasurers offices. We are transferring money out that should have been transferred after the 2009 budget because it was not spent in 09.
- There is a transfer out to **Fund 121 Community Development** to cover cash flow issues. It will be used for all operations in Community Development and will only be transferred on an as needed basis.

Other Funds revenues increasing \$2,036,628.00 and expenditures increasing \$3,018,604.00. This changes overall fund balance in other funds by a decrease to \$981,976.00.

- **Emergency Management** has received and Emergency Management grant and these are funds we receive every year. They are used to purchase equipment, provide training, and update and create community preparedness programs. The amount of revenue and expenditures is \$50,984.00.
- **Communications Fund 107** revenue is \$25,000.00 expenditures are \$179,900.00, the use of reserves is \$154,900.00.
 - Increasing revenue and expenditures for the purchase of Spillman Mobile Software Licenses. Revenue will be received from the Lewis County Fire Districts on a reimbursable basis.
 - Use of fund balance and increasing expenditures to renew the countywide emergency notification system Code Red contract for 2010 and 2011.
 - Use of fund balance and increasing expenditures for purchase of a new Spillman Public Safety Server to support the communication center operations and other agencies that contract with E911.
- **Community Development Fund 121** increases revenue by \$250,000.00.
- **Chehalis River Basin Flood Authority Fund 122** we are increasing revenues and expenditures due to an interlocal agreement with the WA State office of Financial Management for Flood control studies. Revenue and Expenditures of \$1,000,000.00.

- **Distressed Counties Fund 130** Expenditure Change is \$1,000,000.00 and decrease in Fund balance is \$1,000,000.00.
 - Use of fund balance and increasing expenditures for additional 2010 projects.-\$1,000,000.00.
 - Transfer of budget between line items. Decreasing \$(1,075,000.00) in intergovernmental contributions and an increasing \$1,075,000.00 in misc expenses.

- **Criminal Drug Investigation Trust Fund 160** there was a purchase of an undercover vehicle, equipment and items also purchased to meet requirements brought on by the move to the new evidence facility. So we needed to increase the budget from reserves by \$22,720.00 to cover the purchase of this vehicle.

- **Gambling and Fraud Enforcement Fund 165** is our new Fund from Gambling and Fraud revenue that was collected at the Prosecutor's Office. There has been a decision to use it for both the Prosecutor, Sheriff, and the Drug Court Program. In order to spend this money it has to be related to Gambling and Fraud so the money will be put in, \$200,000.00 designated to the Sheriff, \$200,000.00 for the Drug Court Program, and the balance of \$243,028.00 is designated to the Prosecutor's Office. This doesn't change revenue or expenditures because this was previously budgeted it just moves it into new line items.

- **Capital Facilities Plan Fund 310:** Increasing revenue and expenditures for the Manatron/Sigma and E-REET migration and integration projects, revenue offset will be a grant from the Department of Revenue and a transfer in from Current Expense. Revenue of \$203,000.00 and Expenditures of \$203,000.00.

- **Packwood Airport Fund 405:** Increasing revenue, use of fund balance and increasing expenditures for a project at the Packwood Airport to include: bridging the Puget Sound Energy Tailrace at the west end of the runway and installation of a culvert. The project is funded by a combination of new revenue in the amount of \$442,645.00 from the Federal Aviation Administration (FAA) and \$7,494.00 from the Department of Transportation (DOT) grants, and use of fund balance.
 - Revenue \$442,644.00
 - Expenditures \$457,000.00
 - Fund balance is \$14,356.00

Commissioner Averill asked if the Figure from DOT was \$11,000.00.

Dawna Truman stated we are not talking apples to apples but apples to oranges. There was previously the amount budgeted for what we thought we would spend for FAA projects for 2010. What we did was trued up the budget to be the amount for the total FAA projects in Packwood. This is additional Revenue above what was previously budgeted.

Commissioner Grose commented the proper body that owns the Tailrace is Energy Northwest and not Puget Sound Energy.

- **Information Technology Fund 540:**

- Increasing revenue and expenditures for overtime associated with the Manatron and E-REET migration and integration project, the revenue offset will be a reimbursable billing to Fund 132 E-REET Technology.
 - Revenue: \$65,000.00
 - Expenditures: \$65,000.00
 - Fund balance: \$0
- Use of fund balance and increasing expenditures for the purchase and installation of a new Uninterruptible Power Supplies (UPS) system for the County's computer network and all associated servers and equipment.
 - Revenue: \$0
 - Expenditures: \$40,000.00
 - Fund balance: \$(40,000.00)

Dawna Truman stated all funds noticed amount;

- Revenue: \$342,616.00
- Expenditures: \$2,320,620.00
- Fund Balance: \$(1,978,004.00)

The Changes to the noticed amount;

- \$50,984.00- Increase in Rev. and Exp. for EMPG grant
- \$1,000,000.00- Increase in Rev. and Exp for amendment to interlocal agreement with the State Office of Financial Management

Final Budget Amendment is Revenue in the amount of \$1,393,600.00, Expenditure of \$3,371,604.00, and the Fund Balance use is \$1,978,004.00.

Commissioner Averill congratulated the Budget and fiscal staff to keeping a hold of all of these things and thank you.

Chairman Schulte asked if there were any other questions from the Board or audience. There were none. He closed the question and answer portion of the hearing and opened the public testimony.

Ms. Truman asked that her previous comments be adopted into the record.

Chairman Schulte asked if there is any public testimony. There were none. He closed the public testimony portion of the hearing.

Commissioner Averill moved to approve Resolution No. 10-153. **Commissioner Grose** seconded the motion. Candace Hallom, Interim Clerk of the Board read the items into the record.

Motion carried 3-0

There being no further business, the Commissioners' public meeting adjourned at 10:49 a.m. on June 14, 2010. The next public meeting will be held Monday, June 21, 2010, at 10:00 a.m.

Please note that minutes from the Board of County Commissioners' meetings are not verbatim. A recording of the meeting may be purchased at the Commissioners' office.

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

ATTEST:

P.W. Schulte, Chairman

Clerk of the Board
Lewis County Commissioners

Ron Averill, Commissioner

F. Lee Grose, Commissioner